



CONCEPT NOTE

Second Capacity Development on 'Results-based Management, 6-month Report and Annual Report Writing' 19-20 July 2016 Sunway Hotel, Phnom Penh

Rationale

Civil society organizations (CSOs) including non-governmental organizations (NGOs), and community based organizations (CBOs) have played an important role and made significant contributions to the development of Cambodia, specifically throughout the past three decades. CSOs have actively built human capital at both the national and sub-national levels by investing a significant amount of resources to enable capacity development to their constituents and empowering them to meaningfully participate in development processes in Cambodia. At the same time, the CSOs themselves are also requiring some capacity development which enables them to carry out their mandates effectively as well as to properly adapt to the development environment. The needs for capacity development and learning interventions becomes bigger and bigger especially in the present time that the number of CSOs and CBOs in the country keeps increasing with a level of complexity.

NORWEGIAN PEOPLE'S AID (NPA) is one of the well-recognized funding agencies and has been operating in Cambodia for years. Currently, NPA continues to provide financial assistance to 12 partners to implement the project in various fields such as human rights, advocacy and other development issues including M&E, leadership & management, policy development and planning & budgeting.

Currently, NPA has 12 NGO partners who are working in diverse sectors. From regular engagement with its partners, NPA found that most partners still require capacity development in the range of M&E, Proposal Writing, Leadership & Management, Policy development, Planning & Budgeting. However, priority for capacity development has been given to the area of M&E with particular attention on result based writing, case study/success story writing and other progress report writing. An initial discussion has been made between NPA and CCC on how to improve the capacity of their partners. Through the discussion between NPA and CCC there are many issues would be addressed but among those were found that M&E is a common concern and the first priority to be addressed. As the result of discussion, both parties agreed on three area of capacity development for 2016 including Report writing, story of change and M&E.

CCC is currently holding many tools and materials related to the M&E assessment and capacity development. These include: the learning forum on M&E, the M&E practical guideline, the digital M&E tools, the M&E Self Assessment tool (MESA) and others. From these experiences and capacity, CCC would like to propose a modality of service package which is made available to deliver to 11 NPA partners in which the capacity development service will start up from 01 April 2016 to 31 December 2016. This modality will include rapid capacity need assessment, capacity development delivery and coaching & mentoring support.

To assure the training topics meet the needs for NPA's partners, CCC conducted a training needs assessment during a Kick-start meeting on 07 June 2016. The meeting found that there should be capacity development on NPA Quarterly Deviation Report, Case Study Writing; general M&E Concept and result based management (Focus on the 6 Month and annual narrative reports).

To achieve the objective of the project, CCC will work closely with NPA to design and conduct a series of training courses with follows up support from June to December 2016. The second training workshop will be conducted on 19-20 July 2016. The two-day training workshop on **‘6-month Report and Annual Report’** focuses on Result Based Management which is a high need by partners in developing a good semester and annual narrative report. The objectives, expected outcomes and detailed agenda as follows.

Main objectives

- To build participants’ capacity in writing a clear and concise result based reports
- To promote partners’ confidence in tackling a professional report and deliver quality and result based 6 month report, annual report

Expected Outcomes

- Partner organizations developed their result based reporting capacity and were able to write clear and concise result based reports

Target participants

This training is offered to a maximum of 20 participants from the 10 NPA’s partners, including BS, CHRAC, COMFREL, DPA, EC, HRTE, NTFP, PKH, NGOF and YRDP. The target participants should be staff members who are responsible for M&E, report writing, fund raising and in charge of reporting to NPA. The training will be facilitated by 6 facilitators and speakers from NPA, CCC and a consult firm/individual.

Methodology

The trainers and resource persons will be from NPA and CCC. The training workshop will be conducted for two days on 19-20 July 2016 at Sunway Hotel. The training will touch on a conceptual understanding on Results-based Management and Report Types. Orientation to the specific NAP’s report is a main part of the training, followed by exercising the semester and annual reports.

The participatory approach and adult learning techniques will be applied for this training, including thematic presentation, brainstorming, practice energizer exercises, group discussion, group work, question and answer session, clarification and group assignments (practices).

The training evaluation and daily reflection from participants will be conducted to obtain recommendations, suggestions, so that the areas for improvement can be defined for the next training course.

Training Program
‘Results-based Management, 6-month Report and Annual Report’
19-20 July 2016
Sunway Hotel, Phnom Penh

Time	Topic/Session	Facilitator
Day 1 (July 2016)		
07.30 – 08.00	Registration	CCC
08.00 – 08.10	Introduction to the course	Mr. Soeung Typo, CCC
08.10 – 08.20	Welcome and open remarks by NPA	Mr. Lun Borithy, Development Program Manager, NPA
08.20 – 08.30	Expectations and concerns from participants	Mr. Soeung Typo, CCC
08.30 – 09.15	Introduction to report writing	Mr. Leng Chhay, Consultant
09.15 – 09.45	A case scenario to key report elements	Mr. Leng Chhay, Consultant
09.45 – 10.00	Refreshment	
10:00 – 10:30	Plenary feedback on case study	Mr. Leng Chhay, Consultant

10.30 - 11.00	Report format and structure	Mr. Leng Chhay, Consultant
11.00 - 12.00	Practical steps in report writing Collecting and analyzing information	Mr. Leng Chhay, Consultant
12.00 - 13.30	Lunch	
13.30 - 13.45	Energizing	
13.45 - 14.30	Information analysis for reporting	Mr. Leng Chhay, Consultant
14.30 - 15.15	Feedback on exercise	Mr. Leng Chhay, Consultant
15.15 - 15.30	Refreshment	
15.30 - 16:15	Feedback on exercise (continue)	Mr. Leng Chhay, Consultant
16:15 - 17.00	Writing introduction	Mr. Leng Chhay, Consultant
16.50 - 17:00	Feedback of day 1	
Day 2 (20 July 2016)		
08.00 - 08.30	Review of Day 1	Mr. Long Phanith
08.30 - 09.30	Describing outputs	Mr. Leng Chhay, Consultant
09:30 - 09:45	Describing outcomes	Mr. Leng Chhay, Consultant
09.45 - 10.00	Refreshment	
10.00 - 11.15	Describing outcomes, and feedback	Mr. Leng Chhay, Consultant
11.15 - 12.00	Describing Impact	Mr. Leng Chhay, Consultant
12.00 - 13.30	Lunch	
13.30 - 13.45	Energizing	Mr. Leng Chhay, Consultant
13.45 - 14.45	Plenary feedback on Impact	Mr. Leng Chhay, Consultant
14.45 - 15.15	Other parts of 6-mont/annual report	Mr. Leng Chhay, Consultant
15.15 - 15.30	Refreshment	
15.30 - 16:00	Other parts of report (continue)	Mr. Leng Chhay, Consultant
16:00 - 16:15	Writing conclusion	Mr. Leng Chhay, Consultant
16:15 - 16:30	Reflection and lessons learned	Mr. Leng Chhay, Consultant
16:30 - 16.45	Training evaluation	Mr. Long Phanith, CCC
16.45 - 17:00	Closing remark	

Note: SGW = Small Group Work

Participants will be requested to share real examples from their organizations regarding outputs, outcomes and impact – feedback will be provided.

The organizers reserve the right to alter the agenda subject to availability of speakers and dynamics of the consultation requiring optimum use of time for effective outputs.

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